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Effective Completion of Assigned Program Analysis, Planning, and Science Policy Activities

Assigned program planning and science policy activities are completed in a consistently timely, efficient, and effective manner.

Key examples include:

- a. Highly technical analyses, reports, or other narrative materials for requests 1) related to the research portfolio of the Center, or Organization (Office) or 2) for reports such as the Congressional Justification, Government Performance and Results Act (GPRA) targets and goals, and Program Assessment Rating Tool (PART) evidence and related material, and other reports that involve multi-program research activities are coordinated, prepared, and analyzed with minimal errors within specified deadlines.
- b. The Office-level planning processes are coordinated and implemented in a systematic manner yielding products, which meet general quality standards for distribution within or outside of the organization and are produced within established time frames.
- c. Scientific literature, special research reports, and technical reports are synthesized or prepared, in a timely manner that are competently analyzed, summarized, and/or interpreted so that appropriate audiences, both within and outside the program, can use the relevant science policy findings.
- d. Scientific and policy guidance and assistance are furnished to a variety of programmatic and other staff, as required and appropriate, in interpreting and responding to various planning and policy requests from the [Agency/ program, Center, and Directorate] leadership.

ORGANIZE AND MANAGE SCIENTIFIC PEER REVIEW MEETINGS

The rating official is routinely satisfied that the incumbent performs in the manner described below.

Thorough and fair peer review of contract proposals; the objective of the peer review is to identify those proposals that show the greatest promise of advancing [identify area of science] research, research infrastructure, and/or research training and career development:

By the end of the appraisal period or Office established timeframes:

- Identify areas of scientific and technical expertise required for the review of assigned applications/proposals and potential conflicts of interest.
- Select reviewers based on their training and experience in relevant scientific and technical fields following the regulations and procedures in consideration of real and apparent conflicts of interest, including full documentation for the official file and obtaining appropriate waivers for conflict of interest as needed; ensure diversity in the recruitment effort.
- Select review meeting dates and schedule work so sequential activities during the review cycle are accomplished in an orderly and efficient manner; meet standards of review unit for timeliness of each step in the review process. Select appropriate review format for assigned proposals, if applicable.
- Follow program/organization standards for administrative review of applications in terms of completeness, responsiveness, and other elements deemed necessary for conduct of a proper review.
- Submits nomination slate of appropriate new committee members for chartered committees by established deadline (if applicable).
- Exercise sound judgment in identifying and resolving problems that arise before, during and after the review meeting. Obtain information appropriate to make sound decisions.

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Resolve issues and problems according to policy and within a reasonable timeframe to prevent negative impacts.

- Conduct review meetings in a professional manner and in accordance with Federal laws and regulations as implemented via program and organization policies and procedures; effectively schedule activities during the review meeting.
- Orient reviewers, applicants, and program staff to policy, procedures, expectations and requirements of the review meeting appropriately and professionally.
- Strive to obtain complete, fair, and objective reviews from reviewers by providing an appropriate orientation.
- Other (describe):

REPORT RESULTS OF SCIENTIFIC PEER REVIEW MEETINGS

The rating official is routinely satisfied that the incumbent performs in the manner described below

Prepare required documentation of review meetings, procedures and activities for that are complete, accurate and timely by established timeframes, as evidenced by:

- Ensure that supporting staff has necessary scores, codes, etc., and reviews them prior to release of the meeting; meet established deadlines for release of scores and meetings.
- Summary statements/technical evaluation reports are appropriately edited, and Summary of Discussion clearly and accurately documents the discussion and final opinions of the committee.
- Summary statements/technical evaluation reports/minutes include all required components.
- Meet deadlines for release of summary statements/technical evaluation reports for majority of review meetings.
- Provide appropriate information about the review to responsible program staff.
- Attend meetings and, if called upon, represent review proceedings clearly and accurately.
- Accomplish post-meeting administrative documentation, such as Committee Management documents, in a timely manner for majority of review meetings.
- Other (describe):

KNOWLEDGE OF POLICIES, PROCEDURES AND STATE OF THE ART SCIENCE IN AREAS OF RESPONSIBILITY

The rating official is routinely satisfied that the incumbent performs in the manner described below

Demonstrate in depth understanding of current program, and AGENCY/CENTER policies and procedures relevant for peer review, as evidenced by:

- Stay abreast of scientific advances in the field in areas of review responsibility through reading of scientific literature and/or attending at least one meeting, workshop, seminar, etc., per year in a relevant topic.
- Properly interpret and stay current on the laws, regulations, and policies related to conflict of interest, review criteria, [add any important criteria that should be mentioned] and any relevant factors related to peer review.
- Provide clear and accurate information about review policy and procedures to applicants, reviewers, members of the scientific community, other program staff, and in response to inquiries from the public, as appropriate.
- Demonstrate knowledge of and appropriate use of computer systems, tools and databases relevant to peer review, such as word processing and spreadsheet programs, [identify important data bases] and other databases as needed.
- Identify areas of professional development needs and obtain training to effect improvement in job performance.

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- Participate regularly in staff meetings and informational meetings and seminars.
- Meet program training requirement for X credits per year.
- Other (describe):

COMMUNICATION AND TEAMWORK

Work effectively with reviewers, applicants, members of the scientific community, support staff, supervisors, and other program staff, as evidenced by the following:

- Communicate orally and in writing in a clear, organized and concise manner.
- Provide clear and accurate information to reviewers, applicants, members of the scientific community, and other program staff about review policies and procedures.
- Respond to requests for information promptly.
- Communicate effectively with supervisor about emerging issues.
- Communicate effectively with program/organization support and administrative staff to ensure that duties and responsibilities are clearly understood and can be completed in a timely manner. Appropriately distinguish tasks for resource analyst and support staff.
- Foster a teamwork environment, help identify and resolve issues that may impede communication, offer suggestions for improved working relationships, and is open to input from others.
- Cooperate to meet overall workload needs of the review unit. Display flexibility in situations with changing demands or priorities. Work with other staff to promote efficiency, eliminate bottlenecks, and coordinate review functions.
- Interact effectively with program staff and other program, when feasible and appropriate, regarding review issues
- Work effectively on assigned committees, working groups, teams, etc., keeping focus on team goals; maintain a professional demeanor and treats fellow employees and team members collegially and respectfully.
- Other (describe):

KNOWLEDGE OF STATE-OF-THE-ART SCIENCE, POLICY, AND PROCEDURES IN AREA OF RESPONSIBILITY

Check all that are applicable throughout the performance period.

By the end of the performance period or Office established timeframes:

Advice and Guidance

- ☐ Exhibit state of the art scientific knowledge in area(s) of responsibility. Completed work assignments, advice and guidance reflect awareness of current published research and of new scientific developments through interacting with experts within and outside of the government by telephone and at relevant local and national scientific meetings, conferences, and seminars.
- ☐ Attend assigned Scientific Review Group meetings where science in area of responsibility is discussed.
- ☐ Knowledge of scientific program areas, as evident in responses to Congressional and other requests, in preparation of reports and briefings, and in development of initiatives.
- ☐ Read, review, or write manuscripts a minimum of # in scientific areas related to assigned responsibilities.
- ☐ Serve on scientific steering committees or other scientific advisory bodies, e.g., when substantially involved in a cooperative agreement project. Advice and input is accurate, current and provided in a timely manner.

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B. Knowledge of Policy and Procedures:

- ☐ Complete program training requirement for X course credits per year, *e.g.*, [identify courses].
- ☐ Display current knowledge of program policy and procedures in areas of responsibility as reflected by familiarity with program policy chapters, program policy memoranda, etc, as evidenced by _____.
- ☐ Display current knowledge of Office policy and procedures in area of assigned responsibility as reflected by familiarity with Office policy and procedures.
- ☐ Maintain current knowledge of ethical conduct requirements, conflict of interest policy, computer security and other administrative requirements.
- ☐ Display current knowledge of AGENCY and federal policy and procedures in areas of responsibility as reflected by familiarity with regulations.

EVALUATION AND PROMOTION OF ASSIGNED SCIENTIFIC AREA

Check all that are applicable:

Throughout the Calendar Year:

- ☐ Review general and scientific literature and assigned research grant and contract portfolio to ensure appropriate balance of the portfolio and to identify gap areas.
- ☐ Provide advice to potential and current [identify stakeholders] concerning program areas and research priorities, and encourage new applications in these areas. Encourage career development of scientists.
- ☐ Provide guidance and advice to [identify _____] on program policy and procedures.
- ☐ Organize research-related working groups and workshops to analyze a research topic area and obtain recommendations for future programmatic initiatives, as funding permits.
- ☐ Develop, write, and present initiative concepts for consideration and approval by Program Leaders, Office Director, or other peer review group, as funding permits.
- ☐ Stimulate and develop program area through writing funding opportunity and Requests for Proposals (RFPs) and other materials necessary to initiate Center sponsored research, as funding permits.
- ☐ Serve on planning committees for program oversight or initiative development.
- ☐ Serve on Agency, Office, multi-program, program or inter-agency committees in relevant areas of science.
- ☐ Serve as a major source of scientific knowledge for the Program, Division, and Center. Draw upon this knowledge, scientific or clinical background, and results of scientific and clinical study findings in advising on program policies and priorities. Advice and guidance are accurate, current and timely.

Demonstrate Effective Communication Skills

Skill in written and oral communications is demonstrated sufficiently to collaborate effectively with a variety of Office staff, scientists, and other individuals working at all levels, both within and outside the program. The information is presented in a concise and coherent manner. Key examples include:

- a. Correspondence is prepared, edited, or reviewed in an informed and professional manner. All correspondence is developed according to [Agency, Center, Program, and Directorate or Branch] standards and guidance documents.
- b. Communications are usable, understandable, and appropriate for audiences such as Congress, the nonprofessional community, decision makers, and policy makers, as well as

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scientists, to help them better understand the promise of and become partners in the scientific research endeavors. Draft material is substantively accurate and consistently well-written, requiring upper level review but no major revisions.

c. Verbal and written forms of communication are followed-up to ensure that the information disseminated is clearly understood.

d. Timely exchange of information is ensured between public agencies and the private sector, as well as between other entities requesting information from the Office.

e. Serves as a liaison for and/or works effectively with other staff in an overall team approach involving projects within [the Agency, Center, program, the Office], and the scientific community. Effective teamwork is displayed by using good judgment and tact when dealing with coworkers. Displays and encourages interactions to address the needs of stakeholders, visitors, contractors, and coworkers.